

IEEE Women in Engineering Nominations and Appointments Committee Position Description

OVERVIEW:

The IEEE Women in Engineering (WIE) Nominations and Appointments (N&A) Committee reports to and is a subcommittee of the IEEE Women in Engineering Committee (WIEC). The WIE N&A Committee shall manage the nominations and appointments process and identify qualified candidates for elected and appointed positions of the WIEC.

The WIE N&A Committee shall:

- Prepare a candidate slate for the office of WIEC Chair-Elect.
- Prepare a candidate slate for the office of WIEC Treasurer to be appointed by the WIEC.
- Prepare and distribute a Call for Nominations for the office of Treasurer. This is typically completed during the third quarter of the year preceding the appointment.
- Prepare and distribute a Call for Nominations for the office of Chair-Elect. This is typically completed during the third quarter of the year preceding the election.
- Determine a slate of at least two, no more than three individuals for the office of Treasurer. This N&A recommended slate shall be submitted to the WIEC.
 - Eligible candidates for WIEC Treasurer shall be at Member, Senior Member, or Fellow grade and shall be IEEE WIE Members in good standing.
[MGA Operations Manual, Section 4.21, F.4.c, F.4.g](#)
- Determine a slate of at least two, no more than three individuals for the office of Chair-Elect.
 - Chair-Elect; The Chair-Elect shall be elected by eligible voting members of IEEE who are also WIE members in good standing. The term of office shall be one-year and is ineligible to serve consecutive terms. The term of office on the second year of the WIE Committee Chair's two-year term. The Chair-Elect position is vacant for the first year of the Chair's two-year term. Following a term of one year as Chair-Elect, the holder of the office shall serve as Chair for the subsequent two-year term and shall serve as the immediate Past Chair for a subsequent two-year term.

Eligible candidates for WIEC Chair-Elect shall be at Senior Member or Fellow grade and shall be IEEE WIE Members in good standing. To provide opportunity to most of the constituent regions all individuals residing in the Region of the WIEC Chair or WIEC Past Chair shall not be eligible for this position.

[MGA Operations Manual, Section 4.21, E.3](#)

- WIEC shall submit the slate of candidates to IEEE Corporate Governance staff by no later than 15 March of the election year.
- Eligible candidates for WIEC Chair-Elect shall be at Senior Member or Fellow grade and shall be IEEE WIE Members in good standing.
 - Individual voting members who were not nominated may propose, by petition, names to be added to the ballot for the office of WIEC Chair-Elect on the IEEE annual election ballot (IEEE Policies, Sections 13.7.3.A. General Petition Information).
 - All candidates in the WIEC Chair-Elect ballot shall meet the eligibility requirements set in 4.21.E.3, regardless of their nomination source.

[MGA Operations Manual, Section 4.21, F.4.e, F.4.f](#)

Any candidate for appointment to any position under the purview of the WIE N&A Committee must disclose: (a) any other offices he/she holds within IEEE, (b) any role he/she has outside the IEEE that places him/her in a position of doing business with IEEE, and (c) any other possible source of conflict of interest including the completion of the IEEE Conflict of Interest Disclosure Statement.

In the case of WIE Committee chair positions, no candidate who holds a position with similar responsibilities in a subordinate organizational unit should be considered. (For example, a Regional Treasurer cannot be the Member and Geographic Activities (MGA) Treasurer/Finance Committee Chair.)

MEMBERSHIP:

- 4 Members (Chair, 3 Members)

ELIGIBILITY:

- All WIE N&A Committee members must be at Member, Senior Member, or Fellow grade and shall be IEEE WIE Members in good standing.
- Members shall be current and past WIE voting committee members.
- In addition to the Chair of the WIE N&A Committee, no more than one (1) current WIE Committee member may also be a member of the WIE N&A Committee.
- The WIE N&A Committee Chair is typically the Immediate Past WIE Committee Chair. In the event of the incapacity or conflict of interest of the Immediate Past Chair, the WIE Committee shall appoint a former WIE Chair to serve as WIE N&A Committee Chair.
- The WIE N&A Chair is affirmed by the WIE Committee.
- Members are selected by the sitting members of the WIE Committee during the first quarter of the year or at the first meeting of the WIE Committee, whichever comes first.
- A member of the WIE N&A Committee shall not be eligible to be elected or appointed to any office for which the WIE N&A Committee makes recommendations or nominations, unless such member resigns from the WIE N&A Committee prior to its first meeting of the year in which the nomination shall be made.
- The WIE N&A Chair is not eligible to be nominated or run for any position for which is the responsibility of WIE N&A Committee.

TERMS OF OFFICE:

- Chair shall serve a term of two (2) years.
- Members shall serve a term of two (2) years, with reappointment permissible for two (2) additional terms.

RESPONSIBILITIES OF THE WIE N&A COMMITTEE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the WIE N&A Committee defined and required by the IEEE MGA Operations Manual and IEEE WIEC Program Manual, and related sections of the IEEE Constitution and Bylaws and IEEE Policies.
- Assure the timely fulfillment of ad hoc responsibilities that may be assigned to the WIE N&A Committee by the WIE Chair or WIE Committee;
- Identify and address needed improvements in the WIE N&A Committee's processes and operations;
- Provide strong and visible leadership in identifying qualified candidates for the positions for which the WIE N&A Committee is required to make recommendations;
- Represent the WIE N&A Committee before the IEEE WIE Committee;
- Provide a thorough and timely orientation for Members of the WIE N&A Committee and serve as a mentor to Members, especially new Members of the WIE N&A Committee;
- Preside over all meetings of the WIE N&A Committee, assuring that appropriate and fair processes are followed, and that appropriate records are maintained;
- Produce progress reports on WIE N&A Committee's activities as appropriate, at least once per year;
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality;
- Work closely and effectively with members of the IEEE WIE Staff in fulfilling the above-identified responsibilities;
- Develop a timeline for annual WIE N&A Committee activities in cooperation with the WIE Staff;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF WIE N&A COMMITTEE MEMBERS:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Accept and carry out such tasks and responsibilities as are assigned by the WIE N&A Chair in a timely manner. These typically include:
 - Participation in orientation activities as requested by the WIE N&A Chair;
 - In-depth outreach to an assigned group of IEEE WIE volunteer leaders;
 - Participation in and perhaps chairing, one or more sub-committees, with responsibilities assigned by the WIE N&A Chair;
 - Rating, ranking, and providing comments on the qualifications of potential nominees, and preparing to discuss them with the WIE N&A Committee;
- Participate in teleconferences of the WIE N&A Committee as the WIE N&A Chair may deem necessary;
- Become familiar with the IEEE MGA Operations Manual and IEEE WIEC Program Manual, and related sections of the IEEE Constitution and Bylaws and IEEE Policies;
- Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Knowledge

- Knowledge of IEEE WIE's mission, vision, and goals;
- General familiarity with the functions of the leadership positions and committees for which the WIE N&A Committee makes recommendations;
- General familiarity with the IEEE and its mission, structure, goals, needs, and direction.

Experience

- Experience working within the WIE Committee as a volunteer;
- Experience working within the IEEE operating culture of volunteer/staff partnerships.

Personal Characteristics

- Evidence of a high level of professionalism in prior IEEE and WIE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to ethical standards;
- Ability to work in a team environment;
- Ability to meet deadlines and respond to communications in a timely fashion.

Additional Qualifications for WIE N&A Chair

- Excellent leadership skills including the ability to motivate others; negotiate, compromise, and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
Orientation (telephone/web conference)	1 hour
Teleconferences (3-4 telephone/web conferences per year) Preparation Meeting time	½ hour per meeting 1 hour per meeting
Correspondence (emails)	½ hour per month
General ratings and rankings	4-8 hours
Compliance Training (as required)	4-6 hours
TOTAL HOURS:	Up to 27 hours/year

The WIE N&A Committee meets as required using electronic mail, teleconferences, and other non-face-to-face means.

The WIE N&A Chair’s time requirements will be substantially larger, and will include preparation for the above-listed activities and general leadership activities, typically including at least one conference call with WIE Staff each month.

REIMBURSED EXPENSES

- Not Applicable

WIE STAFF CONTACT(S)

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